

## Chapter 9 - Civil Schedule - SCH

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## Civil Schedule Screen

The civil schedule screen is used to add information about the case. All forms that are added to the file should be entered into the schedule screen. You must have security to update case information.

### Accessing the Civil Schedule Screen:

NXT TRAN C SCH TYPE ADD CASE NBR 20025555 REC NBR    

From the Next Tran Line, enter C SCH in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the schedule screen.

SCHEDULE ADD

CIVIL# 00000008 TYPE CB CASE# 00000000 TYPE     JUDGE 25275 DATE 2/02/2000  
 TITLE TEST,TEST, VS TEST,TEST,  
 MICROFILM #            STATUS 0 CLOSED            REOPEN            PUBLIC P  
 DISPO            CODE    

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NUM	CODE	DATE	PARTY	ATTNY	DISP	JUDGE	MICROFILM#
3							

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NEXT ACTION:

DATE	TIME	SEQ	TYPE	COURTROOM	COMMENT

COURT ORDERED PAYMENTS \$           

NXT TRAN C SCH TYPE ADD CASE NBR 00000008 REC NBR 1  
 F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup  
 F13=Notes F14=Docket Inq F16=Inv/Date

MP b 08/008  
 I902 - Session successfully started \\SCAO\IN54QL5 on Ne05:

Following are the field descriptions for the Schedule Screen.

#### ~Num~

This is the event number assigned by the system.

#### ~Code~

Enter the code for this event. Press <F4> for a list of valid codes. Also see the special instructions for event codes at the end of this chapter.

**~Date~**

Enter the date of this event.

**~Party~**

Enter the party number that this event is associated with. Enter "99" to associate this event with the entire case.

**~Attny~**

Enter the attorney's bar number that is associated with this event. Press <F4> for a list of attorneys.

**~Disp~**

Enter the disposition code for this event. Press <F4> for a list of valid dispositions.

**~Judge~**

Enter the Judge's bar number that is associated with this event. Press <F4> for a list of valid bar numbers.

**~Microfilm #~**

Enter the microfilm number for this event.

**~Comment Lines~**

Enter comments for this event. Three lines are provided. If blank, the code description will be used.

**~Next Action Date~**

Enter the next action date into this field.

**~Time~**

Enter the next action time into this field.

**~Seq~**

Enter the sequence into this field. The sequence is used if more than one event is scheduled at the same date and time.

**~Type~**

Enter the next action type. Press <F4> for a list of valid types.

**~Courtroom~**

Enter the courtroom that the next action will be heard in. Press <F4> for a list of valid courtrooms.

**~Comment~**

Enter the next action comment. If no comment is entered, the system will use the code description.

**~Court Ordered Payments~**

Enter the court ordered payments that apply to this event.

## Adding or Modifying a Schedule

From the Next Tran Line, enter the following:

### Adding:

```
NXT TRAN  C  SCH  TYPE ADD  CASE NBR  20035555  REC NBR  __
```

### Modifying:

```
NXT TRAN  C  SCH  TYPE MOD  CASE NBR  20035555  REC NBR  _1
```

When all information has been added, press <Enter> and the system will display the screen you have requested.

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SCHEDULE ADD
CIVIL# 00000008 TYPE CB CASE# 00000000 TYPE  JUDGE 25275 DATE 2/02/2000
TITLE TEST,TEST, VS TEST,TEST,
MICROFILM # STATUS 0 CLOSED REOPEN PUBLIC P
DISPO CODE
=====
NUM CODE DATE PARTY ATTNY DISP JUDGE MICROFILM#
 3
=====
NEXT ACTION:
DATE TIME SEQ TYPE COURTROOM COMMENT
=====

COURT ORDERED PAYMENTS $

NXT TRAN C SCH TYPE ADD CASE NBR 00000008 REC NBR 1
F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup
F13=Notes F14=Docket Inq F16=Inv/Date
=====
08/008
I902 - Session successfully started
  
```

Enter all information regarding the event and press <Enter>. The system will save the event.

## Inquiring on a Schedule

There are two inquiry screens for Schedules:

1. Inquiring on all schedules - This screen will list all entries for the case and limited information regarding each of them.
2. Inquiring on a single schedule - This screen will display the actual schedule screen for each individual record. All information from the schedule screen will be displayed on this screen. You must enter the schedule number that you want to inquire on in the REC NBR field for the schedule to be displayed.

Following are examples of both inquiry screens.

### All Schedule Inquiry:

From the Next Tran Line, enter SCH/INQ in the Next tran and type field along with the case number.

NXT TRAN	C	SCH	TYPE	INQ	CASE NBR	00333325	REC NBR	___
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Press <Enter> and the system will display the following screen.

SCHEDULE INQ											
CIVIL#	00000008	TYPE	CB	CASE#	00000000	TYPE		JUDGE	25275	DATE	2/02/2000
TITLE	TEST,TEST,				VS		TEST,TEST,				
MICROFILM #		STATUS	Q	CLOSED		REOPEN		PUBLIC	P		
DISPO		CODE									
=====											
*****NEXT ACTION*****											
NUM	CODE	DATE	PTY	ATTNY	DISP	JUDGE	MICROFILM#	TYPE	DATE	TIME	
2	EXP	5/03/2000				25275					
EXPIRATION OF SUMMONS											
1	SAC	2/02/2000				25275					
SUMMONS AND COMPLAINT											
Bottom											
NXT TRAN C TYPE CASE NBR 00000008 REC NBR											
F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes											
F14=Docket Inq											
MP b 22/014											
I902 - Session successfully started \\SCAO\11N54QL5 on Ne05:											

## Single Schedule Inquiry:

From the Next Tran Line, enter SCH/INQ in the Next tran and type field along with the case number and the individual party number.

NXT TRAN C SCH TYPE INQ CASE NBR 00333325 REC NBR    

Press <Enter> and the system will display the following screen.

SCHEDULE INQ							
CIVIL#	00000008	TYPE	CB	CASE#	00000000	TYPE	
JUDGE	25275	DATE	2/02/2000				
TITLE	TEST,TEST,			VS	TEST,TEST,		
MICROFILM #		STATUS	0	CLOSED		REOPEN	
PUBLIC	P						
DISPO		CODE					
=====							
NUM	CODE	DATE	PARTY	ATTNY	DISP	JUDGE	MICROFILM#
1	SAC	2022000				25275	
SUMMONS AND COMPLAINT							
=====							
NEXT ACTION:							
DATE	TIME	SEQ	TYPE	COURTROOM	COMMENT		
COURT ORDERED PAYMENTS \$							
NXT TRAN	C	SCH	TYPE	INQ	CASE NBR	00000008	REC NBR
					1		
F2=Nxt Tran F3=Exit F4=Prompt F6=System F8=Juvenile F9=Name Lookup							
F13=Notes F14=Docket Inq F16=Inv/Date							
Help							
MP b 22/013							
I902 - Session successfully started							
\\SCAO1\N54QL5 on Ne05:							

## Deleting a Schedule

From the Next Tran Line enter the following information:

NXT TRAN C SCH TYPE DEL CASE NBR 20035555 REC NBR 1

When all information has been added, press <Enter> and the system will delete the requested schedule.

The screenshot displays the 'TRANSACTION REQUEST SCREEN' for user 'C44ANGIE' on '05/2003'. It lists several transaction categories: Probate Transactions, Receivable Transactions, Vendor Transactions, Accounting Transactions, Adoption Transactions, Reports, and Other Options. Each category contains a list of specific transaction codes and descriptions. At the bottom, a message states 'Record(s) deleted successfully' with an arrow pointing to it. The screen also shows function key shortcuts (F3-F20) and a 'Help' button. The status bar at the bottom indicates the user is connected to a remote server and shows the date '21/013'.

USER: C44ANGIE      TRANSACTION REQUEST SCREEN      RELEASE: 05/2003

<b>Probate Transactions</b>	<b>Receivable Transactions</b>	<b>Vendor Transactions</b>
HDR - Case Header	ARM - Master Inquire	APD - Other Vendor Maint.
PTY - Party	ARU - Master Maintenance	APA - Attny Vendor Maint.
SCH - Schedule	CHK - Master Payment Inq	APF - Facil Vendor Maint.
SUM - Summary	LUP - Receipt Inquiry/Void	APV - Voucher Processing
MED - Mediation	ARP - Receive Payments	API - Voucher Inquiry
FRD - Financial Order	ADJ - Adjustment	APP - Voucher Payments
DOC - Documents	CRM - Credit Memo	APJ - Voucher Adjustments
		<b>Accounting Transactions</b>
		ACT - Account Maintenance
		BMT - Budget Maintenance
		BIQ - Budget Inquiry
		PRM - Price File Maint.
	<b>Adoption Transactions</b>	<b>Other Options</b>
<b>Reports</b>	ADC - Adoption Case Header	REL - Release Information
RPT/PRO - Probate	ADP - Adoption Party	CNI - Central Name Index
RPT/FIN - Financial	ADE - Adoption Event	CPI - Cir/Pro Name Index
RPT/ADP - Adoption	ADS - Adoption Case Summary	CCL - Central Calendar
	ADF - Adoption Forms	

NXT TRAN C SCH TYPE DEL CASE NBR 65000010 REC NBR 2

F3=Exit    F5=Setup    F6=System Commands    F8=Juvenile    F9=Name Lookup  
 F10=Name Update    F14=Docket Request    F16=Inv/Date    F20=File Maintenance    Help

Record(s) deleted successfully

MP b      21/013  
 Connected to remote server/host OSMSOUTH using port 23      \\SCAO\1N54QLS on Ne05:

The system will automatically delete the records.

## Civil Schedule Codes

The following table lists codes that will automatically update the Case Status on the Header screen.

Code	Description	Case Status
MED	Mediation Ordered	M
MRA	Mediation Returned: accepted	O
MRC	Mediation Returned: conditional	
MRR	Mediation Returned: rejected	
REO	Order Reopening Case	
REM	Case remanded	
RAD	Return from under advisement	
UAD	Under Advisement	U

In addition, the following events will update the party fields on the party screen. Use the party field on the schedule screen to associate the schedule with an individual party. A party number of 99 may be used if the event should update all parties that have not been disposed.

Code	Description	Case Status
ANS	Defendant filed answer to complaint	Date Answered
SVD	Defendant Served with complaint	Date Served
SAC	Summons and Complaint	Complaint Filed
EXP	Expiration of Summons	Summons Expires
ANS	Defendant Filed answer to complaint	Attorney Bar Number
APA	Appearance of Attorney	
CHV	Change of Venue Ordered	Disposition Date and Code  NOTE: If 99 is used as the party number, all active parties will be disposed and the header will be closed.
CJO	Civil Judgement Order	
DFT	Defendant Found in Default	
DSM	Dismissed	
FOJ	Final Order of Judgement Filed	
JFD	Judgement for Defendant	
JFP	Judgement for Plaintiff	
NPO	No Progress Order	
NSD	Non-Service Dismissal	
ODM	Order for Dismissal	
RMP	Remand to Probate Court	
RVO	Removal Order	
SET	Settled	